

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Research Staff

DATE: 13 December 1954

FROM : Chief, Intelligence School

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SUBJECT: Accomplishments of Intelligence School During 1954

1. During the year the Basic Intelligence Course (I) was reorganized into an orientation course of three weeks and a more intensive training course of four weeks. The latter course, now entitled Intelligence Principles and Methods, was given three times during the second half of the year.

2. Two new courses, Intelligence Briefing and Intelligence Writing, were introduced during the year in response to expressed needs of the DD/I offices.

3. A display area was established to present visual and oral aids to training courses. Lectures can be supplemented by the display of relevant intelligence materials, and students can use a slide-tape machine to review subjects previously discussed.

4. Staff members of the School responded to a considerable number of requests from outside the Agency to lecture on various subjects of intelligence interest. The schools at which presentations were given included the Strategic Intelligence School, the Naval Intelligence School, the Foreign Service Institute, and the CIC School. Mr. [REDACTED] was asked to give a lecture at the National War College.

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5. A project was launched to establish two publications dealing with the theoretical, doctrinal, and methodological aspects of intelligence. The first will be a critical bibliography of publications dealing with these aspects, and the second will be a monograph series, entitled Studies in Intelligence. The project has elicited considerable interest in the Agency, and several proposals for studies are being considered.

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6. The Reading Improvement Branch introduced an Advanced Reading Improvement Course and a Reading Analysis Program. It also offered the French Reading Improvement Course which had been projected the previous year. Two field courses, one for personnel in the Far East and one for employees of the OO/Contact Office in [REDACTED], were prepared and instructions and equipment supplied.

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